

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - September 23, 2013

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2013 Salary
<b>Executive Office</b>					
3378	Gaming	Gaming Compliance Auditor	CR	8/19/2013	\$ 50,618.00
3500	Gaming	Information Technology Manager		9/3/2013	\$ 79,332.00
3501	Gaming - Site: Why	Gaming Inspector Lead	CR	9/3/2013	\$ 20.57
3238	Executive Office	Office Specialist	CR, CL	8/12/2013	\$ 12.49
<b>General Support Services</b>					
3382	Accounting	Senior Accountant		8/19/2013	\$ 53,180.00
3410	Accounting	Inventory Specialist		8/19/2013	\$ 13.79
3288	Facility Management	Administrative Assistant, Senior	CR	9/9/2013	\$ 16.80
3412	Human Resources	Safety Coordinator		9/3/2013	\$ 48,179.00
<b>Membership Services</b>					
3430	Enrollment	Enrollment Specialist	CR - <b>NEW</b>	9/23/2013	\$ 11.32
<b>Department of Health and Human Services</b>					
3354	Child Welfare	Group Home Worker	<b>NEW</b>	9/23/2013	\$ 15.22
<b>Department of Education</b>					
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3415	Early Childhood - Site: Santa Rosa	Child Care Specialist	<b>NEW</b>	9/23/2013	\$ 9.29
3310	Early Childhood - Site: Sells	Teacher Aide/Driver		4/29/2013	\$ 14.49
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3245	Early Childhood - Site: Sells	Teacher Aide		9/3/2013	\$ 11.32
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL - Re-Advertised	9/23/2013	\$ 12.49
3268	Recreation - Site: Hickiwan	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3154	Recreation - Site: Menager's Dam	Recreation Specialist		9/9/2013	\$ 12.49
3262	Recreation - Site: Menager's Dam	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3264	Recreation - Site: Pisinemo	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3269	Recreation - Site: Pisinemo	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
3266	Recreation - Site: Sells	Principal Lifeguard (Occasional)		3/4/2013	\$ 12.49
3267	Recreation - Site: Sells	Water Safety Specialist (Occasional)		3/4/2013	\$ 11.32
<b>Department of Natural Resources</b>					
3296	Administration	Natural Resources Technician		7/22/2013	\$ 20.47
3406	Range Conservation	Heavy Equipment Operator		8/12/2013	\$ 17.65
3356	Cultural Center and Museum	Museum Trainee (Part-time)		9/16/2013	\$ 10.25
3364	Solid Waste Management	Equipment Operator/Driver I		8/12/2013	\$ 16.39
<b>Department of Planning and Economic Development</b>					
3409	Real Property Management - Site: San Simon	Custodial/Ground Worker		9/3/2013	\$ 10.77
3124	Administration	Planner		9/9/2013	\$ 20.98
<b>Department of Public Safety</b>					
3333	Environmental Protection Office	Environmental Specialist		9/16/2013	\$ 23.74
3175	Corrections	Corrections Support Specialist	CR	9/16/2013	\$ 14.85
3247	Corrections	Maintenance Technician		9/9/2013	\$ 11.89
3014	Corrections	Assistant Corrections Administrator		9/9/2013	\$ 66,415.00
3362	Law Enforcement	Assistant Police Chief		7/15/2013	\$ 85,017.00
3405	Fire	Heavy Equipment Mechanic		8/19/2013	\$ 19.49

## ATTENTION ALL APPLICANTS!!!

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

**Indian Preference** and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

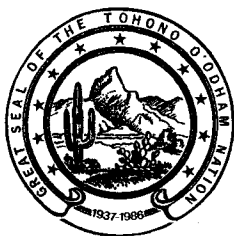
#### Intermountain Centers for Human Development

**Position:** In-Home Counselor (Children's and Adult's Services) - Tohono O'odham, Sells, AZ  
Please contact I.C.H.D. Human Resources at (520) 721-1887 ext. 5217 or [www.ichd.net](http://www.ichd.net)

#### Chukut Kuk District – Tohono O'odham Nation

Youth Coordinator/Monitor  
Maintenance Worker

For more information, please contact the Chukut Kuk District Office @ 520-383-2080 or email: [ckoffice@chukut-kuk.org](mailto:ckoffice@chukut-kuk.org)



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
**HUMAN RESOURCES OFFICE**

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**3430**

**JOB ANNOUNCEMENT**

**JOB TITLE: ENROLLMENT SPECIALIST**  
**SALARY: \$11.32 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 23, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. Clerical testing is required.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Membership/Enrollment**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, processes enrollment applications for individuals applying for tribal membership.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in administrative or secretarial work experience in public elections, vital records, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 30 words per minute and demonstrate 45% proficiency in grammar, spelling and math.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

**"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**



**TOHONO O'ODHAM NATION, EXECUTIVE BRANCH**  
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**3354**

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**JOB ANNOUNCEMENT**

**JOB TITLE: GROUP HOME WORKER**  
**SALARY: \$15.22 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 23, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Health & Human Services/Child Welfare**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under close supervision, provides a safe, healthy, positive and productive environment for residents of the group home. Respects the rights of residents in the Group Home.

**MINIMUM QUALIFICATIONS:**

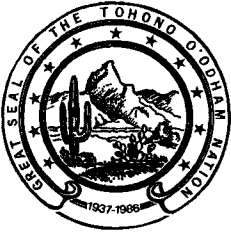
- High School Diploma or General Education Diploma and three years' work experience with children, seniors, or disabled, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must obtain a Food Handler's Card within three months of hire.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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**3415**

**JOB ANNOUNCEMENT**

**JOB TITLE: CHILD CARE SPECIALIST**  
**SALARY: \$9.29 PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 23, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Early Childhood**

**JOB LOCATION: Santa Rosa, AZ**

**POSITION SUMMARY:** Under general supervision, promotes physical, mental, and social development for children while providing day care services to infants and toddlers of the Tohono O'odham Nation.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and six months work experience in caring for infants and toddlers, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Must possess and maintain a current Food Handler's card.
- Must satisfy health requirements as defined by the federal program standards
- Must enroll in Child Development Associate (CDA) courses, within the first six months of hire, to seek CDA credentials.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

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**3080**

**Re-Advertised**

**JOB ANNOUNCEMENT**

**JOB TITLE: OFFICE SPECIALIST**

**SALARY: \$10.77 - \$12.49\* PER HOUR, PLUS BENEFITS**

**OPENING DATE: September 23, 2013**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. \*This position has career ladder opportunities. If there are no qualified applicants, applicants with some experience can be placed at a level consistent with present qualifications and move up the ladder until full Office Specialist level is met. Clerical testing is required to determine appropriate career ladder level.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: Dept. of Education/Recreation**

**JOB LOCATION: Hickiwan, AZ**

**POSITION SUMMARY:** Under close supervision, provides secretarial assistance to director, office manager, and/or administrative assistants on a day-to-day basis.

**SCOPE OF WORK:** To provide recreational programs to members of the community; enhancing the health & well-being of all those using our facilities & services.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or General Education Diploma and one year work experience in general clerical work, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

**—AND—**

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 Words Per Minute and demonstrate 50% proficiency in grammar, spelling and math.

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